

ND State Procurement

Existing Sources of Supply

Agencies can purchase from existing sources of supply and government entities without obtaining competition, regardless of the dollar amount. Some of the sources discussed in this tutorial include:

- State Contracts
- Cooperative Contracts
- State Agencies:
 - Central Supply
 - Central Duplicating Services
 - State Surplus Property
 - Rough Rider Industries (RRI)
 - Information Technology Department (ITD)
- Work Activity Centers

Some sources are mandatory.

Internal Sources of Supply

It is important to understand how things work at your agency or institution. Some agencies and institutions have their own supply sources, such as on-site inventory or a supply room, or internal contracts. Also, some higher ed institutions have their own duplicating services and surplus property offerings. Talk to your procurement section to make sure you understand any internal supply sources or purchasing procedures.

State Contracts

State law requires OMB and Higher Ed to create state contracts for commonly used goods and services. A state contract establishes a source of supply for a particular good or service for a period of time. OMB State Procurement has already done the procurement process, so you can just use the contract. That saves you a lot of time. State contracts are competitively bid and based on high volumes. That helps save money. Some of these contracts may be mandatory for state agencies to use. There are over two hundred state contracts for things your agency or institution uses every day, such as:

- Paper Products
- Office Supplies
- Computers
- Software
- Batteries
- Services
- And so much more!

You can view the full list of state contracts on the OMB website:

<http://www.nd.gov/omb/agency/procurement>

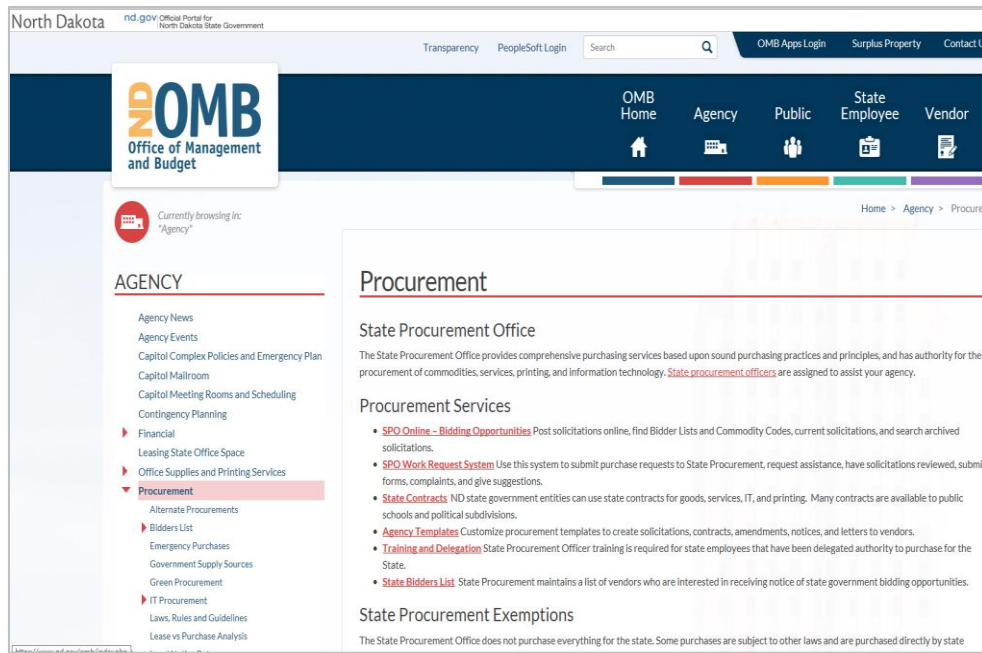


Figure 1

When you access the OMB State Contracts webpage, you will see that contracts are listed by the name of the product or service. Each contract is also numbered. You can click on any column label to sort the contracts.

State contracts do change. Pricing is updated, contracts expire and are rebid, and new contracts are added. So, you should always check the state contract webpage to get current information about contracts, contractors and pricing.

Main Menu

List Current State Contracts

☐ Display Archived

EPB = Environmentally Preferable/Biased
CP = Cooperative Purchase
M = Mandatory
226 Contracts found.

| Name | Number | Expires | EPB | CP | M | Action |
|---|--------|------------|-----|----|---|----------------------|
| Actuarial Services (OMB - Risk Mgmt) | 257 | 06/30/2018 | N | N | N | View |
| Air Filters | 036 | 06/01/2017 | N | Y | N | View |
| American Indian Business Development Office (Indian Affairs Only) | 093 | 06/30/2017 | N | N | N | View |
| Ammunition | 233 | 10/19/2017 | N | Y | N | View |
| Andover Building Automation and Security System | 161 | 02/09/2017 | N | N | N | View |
| Association Management Services (NDEC) | 492 | 06/30/2017 | N | N | N | View |
| Auction Services - Online | 468-1 | 02/28/2017 | N | Y | Y | View |
| Auction Services - Online (NASPO ValuePoint) | 468-2 | 08/19/2018 | N | Y | N | View |
| Audit Services Pool - Unclaimed Property (Trust Lands) | 276 | 01/01/2017 | N | N | N | View |
| Automated External Defibrillator (AED) (NASPO ValuePoint) | 291 | 03/31/2017 | N | Y | N | View |
| Automated Weather Observation System (AWOCS) Maintenance | 430 | 02/28/2017 | N | N | N | View |
| Batteries - Dry Cell | 011 | 06/30/2017 | N | Y | Y | View |
| Batteries - Alkaline | 046 | 01/01/2017 | N | Y | Y | View |

Let's take a look at the state batteries contract. Clicking on the word "View" displays the contract details.

The "View Contract" page provides the information you need to purchase from the state contract, such as contact information, price lists, and ordering instructions. Some contracts have links to the

contractor's website. You will find the State Procurement Contract Administrator at the bottom of the page. Call or email the Contract Administrator if you have any questions.

Main Menu
View Contract

Contract

Name: Batteries - Dry Cell
Number: 011
Initial Contract Period: 07/01/2015 Thru: 06/30/2016
Renewed/Extended Through: 06/30/2018
Remaining Renewal Options: 1
Renewal Period: 12 Months
Remaining Extension Options: Up to 6 Months
Environmentally Preferable/Biobased: N
Cooperative Purchase: Y
Mandatory: Y

Attachments

| Title | Size | Action |
|-------------------|--------|----------------------|
| Contract Overview | 93 kb | View |
| Contract | 410 kb | View |

Websites

| Website | Title |
|--|-------------------------------|
| business.officedepot.com | Office Depot Ordering Website |

Contractors

| Contractor | Address | City | Contact | Title | Toll Free | Telephone | Fax | Email |
|--------------|---------------------------|----------------------|------------|------------------|--------------|--------------|-----|----------------------------|
| Office Depot | 6600 North Military Trail | Boca Raton, FL 33496 | Brian Bram | Customer Service | 888-777-4044 | 612-850-9056 | | brian.bram@officedepot.com |

Contract Administrator

Name: Jamie Bostyan
Telephone: 701-328-4912
Fax: 701-328-1615
Email: jbostyan@nd.gov

Figure 2

Environmentally Preferable Products

In Figure 3 on the next page, you will find a column labelled “EPB.” This is an acronym for “environmentally preferable or bio-based products.” State law encourages OMB, institutions of Higher Education, and state agencies to purchase environmentally preferable and bio-based products whenever possible. “Green Purchasing” is a common term for buying products and services that are good for the environment. If there is a “Y” in the EPB column, that means the contract is environmentally preferable. Some EPB contracts include recycled paper products, bio-based food service products, trash bags, and recycling services.

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Transparency PeopleSoft Login Search OMB Apps Login Contact Us

OMB
Office of Management and Budget

OMB Home Agency Public State Employee Vendor

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| Ammunition | 233 | 10/19/2017 | N | Y | N | View |
| Andover Building Automation and Security System | 161 | 02/09/2017 | N | N | N | View |
| Association Management Services (NDEC) | 492 | 06/30/2017 | N | N | N | View |
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| Auction Services - Online (NASPO ValuePoint) | 468-2 | 08/19/2018 | N | Y | N | View |
| Audit Services Pool - Unclaimed Property (Trust Lands) | 276 | 01/01/2017 | N | N | N | View |
| Automated External Defibrillator (AED) (NASPO ValuePoint) | 291 | 03/31/2017 | N | Y | N | View |
| Automated Weather Observation System (AWOS) Maintenance | 420 | 02/28/2017 | N | N | N | View |
| Batteries - Dry Cell | 011 | 06/30/2017 | N | Y | Y | View |
| Batteries - Mobile | 045 | 04/30/2017 | N | Y | Y | View |

Figure 3

Cooperative Purchase

To the right of the EPB column (see Figure 3) is a column labelled “CP”, which stands for “Cooperative Purchase.” A cooperative purchase contract is a one that is made available to other government entities such as cities, counties and public schools. New cooperative purchasing contracts are always being added, so be sure to check the website when you need products and services. Cooperative purchasing helps all levels of government save money by aggregating purchasing volumes to get deeper discounts on commonly used goods and services.

Mandatory Contracts

See Figure 3. To the right of CP is another column labelled “M” for Mandatory. There are many contracts that state agencies are required to use for certain products and services. If your agency has a need for a product or service on a mandatory State Contract, your agency is **required** to purchase from that contract. These contracts are not mandatory for Higher Ed institutions.

Clicking on the column labelled “M” re-sorts the contracts so you can get a closer look at which ones are required.



What if the item you need is on a mandatory state contract, but it doesn't meet the needs of your agency?

Exemption Request

The state contract exemption request form is used when a mandatory state contract will not meet your needs. You can find this form on the OMB webpage. On this form, you will need to explain what you need to purchase and why the state contract doesn't meet your needs. Submit the completed form to the State Procurement Office and the contract administrator will review your request. If you don't purchase from the state contract, you may have to conduct a procurement. (This form is not used by Higher Ed institutions.) Website: <http://www.nd.gov/omb/agency/procurement>

Formal Complaints



What if you are using a state contract and have problems with the vendor or their products and services?

You can use the formal complaint form to report issues with a state contract. The form is easy to complete. Simply describe the problem and submit the form to the Contract Administrator. Provide information such as a copy of the order, correspondence with the vendor, and even pictures of defective items. The Contract Administrator will follow-up with the vendor. Let the State Procurement Office know if you are having any issues with a state contract so they can correct the problem.

Cooperative Purchasing

Sometimes you can find the goods and services you need from federal contracts, another government entity's contract, or a purchasing consortium. A salesperson might tell you that they have a contract that you can simply use. If the contract is not listed as a state contract, you should check with your purchasing section or the State Procurement Office.

OMB and Higher Ed institution must determine whether using the cooperative purchasing contract is in the best interest of the state and complies with the law.

Other Sources of Supply

1122 Program

Another government sources of supply is the 1122 Program. This is a federal cooperative purchasing program available to state agencies and institutions with counter-drug, homeland security, and emergency response missions. Under this program, eligible government entities can purchase from Department of Defense and the General Services Administration contracts. You must contact the State Procurement Office for assistance in using the 1122 program.

Central Supply

Central Supply is located in the State Capitol in Bismarck and offers a wide variety of paper products and office supplies. They have fast, free delivery within the Capitol Complex. Central Supply will also ship to state agencies and institutions for a nominal fee. You can view the catalog on the OMB website or contact Central Supply for a copy. Website: <http://www.nd.gov/omb/agency>

Central Duplicating

OMB operates Central Duplicating Services which is located inside the State Capitol. Central Duplicating has printing and finishing equipment and offers a variety of printing, bindery, and laminating services. They have a graphic artist to help you design and layout your project. When you need to print packets, reports, booklets, print brochures, flyers or business cards, contact Central Duplicating. They can merge your mail list and print your letters and address the envelopes. They have specialized mailing software to check mailing addresses for accuracy. Central Duplicating has equipment to do inserting and postage metering. Let them help you save time and money with your mailing needs. Free delivery is available within the Capitol Complex. Website: <http://www.nd.gov/omb/agency>

State Surplus Property

State Surplus Property is a source of supply you should really check out! All state agencies are required to report their surplus property to OMB. In turn, State Surplus makes these items available to State agencies, institutions, political subdivisions, schools, eligible nonprofits, and in some cases the public. State Surplus also has authority to obtain Federal Surplus Property. State Surplus has a wide variety of items at great prices such as office furniture, tools, shelving, vehicles, and heavy equipment. If you have a particular need contact State Surplus Property and they may be able to help you find it. You can purchase state and federal property at fraction of the price you would pay for new. Visit the OMB website to view the listing of available state surplus property. State Surplus is another great way to save time and save a lot of money! Website: <https://www.nd.gov/surplus>

LESO

If your agency has law enforcement responsibilities, you may be eligible to use another government source of supply. State Surplus Property administers the Department of Defense Law Enforcement Support Office program (LESO). Under the LESO program, the Department of Defense can transfer excess military property to state and local law enforcement agencies. Agencies whose primary function is the enforcement of applicable federal, state and local laws are eligible for this program. Law enforcement agencies can obtain needed equipment such as weapons, tactical gear, vehicles and rescue equipment. Fees are limited to the transportation cost of the product. If you think your agency is eligible to participate in this program, contact State Surplus for more information. Contact State Surplus for details.

Rough Rider Industries.

Rough Rider Industries (RRI) is the vocational training arm of the ND Department of Corrections and Rehabilitation. Rough Rider Industries motto is "Building quality products while preparing quality people". This motto keeps in line with their mission of teaching and providing the necessary job skills to

adults in incarceration, which will help these individuals successfully transition back into society. All governmental entities can purchase directly from Rough Rider Industries forgoing the normal procurement process.

Rough Rider Industries is located in Bismarck and features statewide sales and delivery. Rough Rider Industries can provide quality furniture, office systems furniture, a full line of seating and upholstery services and dumpsters. They offer metal products, painting, powder coating, and sandblasting services. You can purchase plastic bag and garbage can liners, indoor/outdoor signs, mattresses, and full line of custom garment production and sewing services from Rough Rider Industries. Visit the Rough Rider Industries website or stop by their show room in Bismarck. Call Rough Rider Industries to get more information about the many products they offer. Remember when you buy from Rough Rider Industries you are not just getting great quality products, you are also supporting their mission of teaching and providing the necessary job skills to adults in incarceration. Website: <http://roughriderindustries.com>

ITD

The Information Technology Department, ITD, is a state agency that provides a variety of information technology and communication services. ITD provides infrastructure services for networking, hosting, and desktop management as well as communication systems for email, instant messaging, voice, and video. In addition, ITD offers information management systems and professional services such as software development including website development, business analysis, and project management. In certain instances, your agency may be required to use ITD for network and hosting services, and file & print, database, and application servers. You may contact ITD to discuss your specific needs. Visit the OMB website to review the Guidelines to Information Technology Procurement to learn more about services offered by ITD and requirements related to information technology. Website: <http://www.nd.gov/itd>

Core Technology Services, also known as CTS, provides many of the same types of functions and required services for North Dakota University System institutions. Website: <http://cts.ndus.edu/>

Work Activity Centers

Work activity centers are facilities licensed by the North Dakota department of human services and operated by a nonprofit corporation. Work Activity Centers are organized for the primary purpose of employing and providing rehabilitative activities for individuals with physical disabilities, developmental disabilities, or chronic mental illnesses. Under state law, government entities can purchase directly from Work Activity Centers.

More Information

Remember, purchasing from state sources of supply or government entities can save you time and money! You can purchase from these sources without obtaining competition, regardless of the dollar amount. If you have any questions, please contact the OMB State Procurement Office. Visit the OMB website to learn more about these sources of supply.

- **Telephone:** 701-328-2740
- **Website:** <http://nd.gov/omb>